



City Manager

City

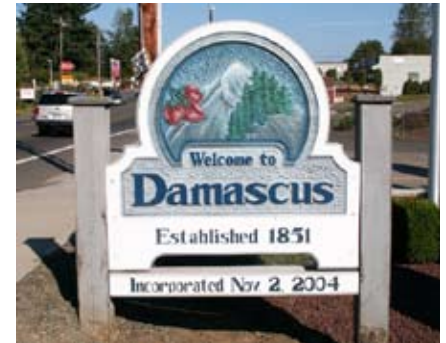
In 2004, Damascus incorporated as the first new city in Oregon in 22 years. With a current population of approximately 10,500, the community is very interested in preserving its culture and history. Damascus is nestled in forested buttes and dotted with farmland and nurseries. Located in the north-central part of Clackamas County, the city's northern boundary is the Multnomah County line. Damascus is east of Happy Valley and south of Gresham. Considered a relatively small rural town, Damascus is situated approximately 20 miles southeast of downtown Portland. Damascus is close to Portland and in the shadow of Mt. Hood, but with a lifestyle all its own.

Mission Statement

Provide wise and effective stewardship of the citizens' trust and resources in creating an extraordinary city.

The City of Damascus will:

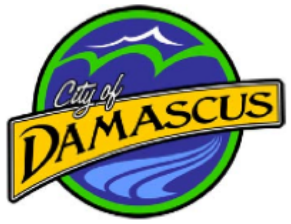
- Provide a complete community where people can live, work, play, shop and learn
- Be founded on principles of economic, social and environmental sustainability
- Grow in a planned, efficient, balanced and logical manner, as defined by the community
- Be vibrant in its economic, cultural and civic life
- Have an innovative and flexible local government
- Engage and encourage citizen participation, action and leadership



City Government

Damascus is a Council-Manager form of government. The mayor and six city councilors are elected by a citywide vote. The mayor serves a two-year term and councilors serve four-year terms. They set city policy and make decisions regarding ordinances and resolutions, authorize contracts, and adopt the city's annual budget. The mayor and city council also appoint the city manager, municipal court judge, and many citizens to serve on advisory committees.

For additional information including Mayor and Council bios please click on the following link: <http://www.ci.damascus.or.us/bios>



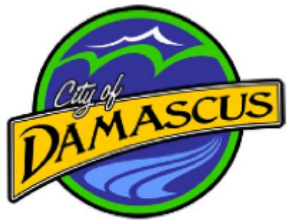
City Departments

The City of Damascus employs 14 staff members and city services are provided through Community Development, Public Works and Finance. The City has an IGA for the part-time Municipal Judge and the City Attorney is contracted through Jordan Ramis PC. Damascus has numerous IGA's with Clackamas County for a variety of services including Current Planning, Building Official, Building Inspector, Code Compliance and Road Assistance. Fire and Emergency Medical Services are provided by Boring Fire District and Clackamas County Fire District #1. Police services are provided through Clackamas County Sheriff's Office with Sheriff deputies maintaining office space at City Hall when not on patrol.

Damascus Core Values are:

- **Well Designed Communities and Core Areas:** The urban and rural components of the City of Damascus shall be developed and integrated in a sustainable and environmentally responsible manner.
- **Effective Transportation Systems:** A coordinated land use and transportation plan shall be crafted to ensure an efficient, attractive, and financially feasible system of motorized and non-motorized transportation.
- **Employment and Economy:** The City of Damascus shall create a diverse range of employment opportunities building on existing employment in the area.
- **Governance:** The City and related service providers, with a sense of integrity, ownership and accountability, shall see that appropriate infrastructure is provided prior to the occurrence of significant growth.
- **Rural Character:** As growth occurs in the City of Damascus the area shall retain a substantial degree of rural character, even while accommodating a fair share of regional residential and employment growth.
- **Sense of Community:** Development in the City of Damascus shall accommodate opportunities for neighbors to gather and participate in caring for the community.
- **Environmental Responsibility and Protected Special Places:** The City of Damascus shall distinguish itself nationally by its concern for natural areas.
- **Economic Fairness:** The City of Damascus shall strive to achieve economic fairness in matters pertaining to the balance between public and private property rights and interests.





Position



Reporting to the seven-member City Council, the City Manager serves as the chief administrative officer of the City and assumes full responsibility, leadership and accountability for all City operations, activities and programs. The City Manager advises and assists the City Council in the conduct of City business and provides administrative oversight to the operation and policy functions of City government.

The City Manager directs and participates in the preparation of the \$11.2M budget. In addition the Manager advises the Council of financial conditions, present and future needs and resources of the City. The City Manager confers with department heads and managers concerning administrative and operation problems, work plans and

strategic plans, makes appropriate decisions or recommendations and oversees the preparation and implementation of long range plans for the City.

The City Manager provides leadership through planning, organizing, directing and supervising assigned staff. Additionally, the Manager selects, supervises, trains, plans and directs workload assignments, motivates, evaluates performance and take corrective action as needed. The City Manager represents the City and its interests to employee, community groups and individual members of the public and other governmental agencies. The Manager establishes positive working relationships both internally and externally with representatives of community organizations, other government agencies, City Council, City staff and the public.

Priorities

- In partnership with the Council, City staff and community, develop the Comprehensive Plan in accordance with the core values of Damascus. Educate the community and gain support in order to obtain voter approval by 2014.
- Complete an organizational assessment. Review and analyze staff and internal operations, focus on the need for efficiencies and make recommendations for process improvements.
- Build strong relationships with the Mayor and each council member. Set clear expectations for communication, role definition and develop an understanding of team dynamics in order to help Council maintain focus, reach consensus and move projects and initiatives forward.
- Provide direction and remain proactive in facilitating a work plan for more organized, coordinated and succinct Council work sessions and meetings.
- Develop strong, positive relationships within the community, encourage broader citizen engagement and work to unify the community. Quickly establish a high level of trust, solicit feedback and provide honest transparent communication to clearly articulate city services, goals, initiatives, and progress.
- Develop a branding and marketing presence to engage the community on a broader scale. Utilize the City website to educate citizens and ensure the proper information is provided in a clear and concise manner.
- Develop and maintain relationships with Clackamas County and other agencies involved in intergovernmental agreements with Damascus. Stay involved and informed regionally in order to successfully partner with those that provide services to Damascus.



Ideal Candidate Profile

The City Manager is politically astute and can balance rural amenities with urban growth. The ideal candidate has a proven track record in developing strong council relationships, particularly with split councils. The City Manager remains neutral and maintains objectivity in working with elected officials ultimately guiding them to a decision. With a quiet and calming strength, the City Manager is confident with a sense of authority and willingness to push back as necessary with the right balance of diplomacy and frankness.

A strategic leader with a strong background in planning, the City Manager is fiscally conservative yet entrepreneurial minded. The preferred candidate is energized by a challenge, continually maintains momentum and remains active and involved in all aspects of the organization. An excellent communicator, the City Manager is an effective listener that works hard to find common ground and unite those around them.

The ideal candidate is a stable force and visible within the community. The City Manager relates to the citizens, understands their interests and actively encourages public involvement. The City Manager values honesty and integrity and believes in fostering mutual respect. With a strong sense of situational awareness, the ideal candidate is transparent and recognizes the importance of relationships and partnerships at all levels.

The City Manager has proven management success and believes strongly in staff development including mentoring and guiding employees. A supportive and fair leader, the City Manager quickly earns the trust of staff and promotes a culture of accountability and collaboration. The ideal candidate believes in process improvement and promoting efficiency whenever possible.





Qualifications

A Bachelor's degree in public administration, business administration, public finance or related field is required. A minimum of five years leadership experience in municipal government is essential as is direct experience working with a Council or Commission. Knowledge of modern public administrative methods and procedures is required including knowledge of current social, political and economic trends. Prior experience in planning and strong municipal budgeting and fiscal management is ideal. A background in conflict resolution, facilitation and mediation is preferred. Knowledge of Oregon land use laws or the ability to quickly become knowledgeable is highly desired.

Compensation Package

Hiring Salary: \$100,000 - \$120,000 DOQ

- Social Security, Medicare, Worker's Compensation
- Medical & Dental - paid 90% for family
- Life, Disability and Long Term Disability
- ICMARC 401 Retirement Plan - Paid at 15%
- ICMARC 457 Retirement Plan - employee can contribute
- PTO - 12 hours per month, increasing after 3 years
- Holidays: 10 paid holidays per year

How to Apply

The City of Damascus is an Equal Opportunity Employer and is dedicated to a policy of non-discrimination. All qualified applicants are encouraged to apply as soon as possible, no later than April 27, 2012. Please send resume and cover letter to Waldron at:

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Portland, OR 97223
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portland@waldronhr.com

